

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 12, 2007

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TITLE:	Administrative Assistant
POSITION NO:	14161
LOCATION:	Disability Services Division, Billings
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,149 - \$25,188 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, September 26, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Applicants scheduled for interviews will be contacted to complete a "Prove It" assessment from their local Job Service for the following: (1) basic Office; (2) Word Perfect 9.0 or Microsoft Word 2000; (3) Customer Service Mindset survey; and (4) Microsoft Excel 2000.

This successful candidate will be able to lift up to 30 pounds in the movement of mail, paper, supplies, records, computers, printers, etc. Bending and stooping is required for filing. Occasional overnight travel is required to attend required meetings and training events.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for the support services staff in this region, and to monitor and evaluate these activities. This position provides advanced administrative secretarial duties within the Developmental Disabilities Program (DDP) and under the direct supervision of the Regional Manager.

The incumbent will answer inquiries; compose correspondence; transmit directives of supervisor to personnel; handle confidential materials with minimum supervision in a competent and effective manner; monitor contract expenditures for accuracy and accountability; monitor inventory and determine when to make necessary purchases; interface without supervision with the public and handle solicitations and program inquiries on a daily basis; prepare reports; schedule meetings; assist in the development of policies, procedures, and programs; and perform related work as assigned. This position supervises one Case Management Secretary.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of individuals with developmental disabilities, their needs, and the service system; contracting methods; accounting principles; tracking and record-keeping systems; office management policies and procedures; and computer operations (AWACS and TEAMS are preferred).

Skills: Skill in the use of a personal computer and computer software applications such as Microsoft Word, Excel, Outlook, WordPerfect for Windows, Lotus 1-2-3 for Windows, and databases; other office equipment (e.g., printers, calculator, fax and copy machines, etc.); and analyzing and problem-solving.

Abilities: Ability to follow written and verbal instructions; organize projects; be reliable and productive; display initiative and flexibility; coordinate, compile, and distribute informational data; track numerous details simultaneously; handle confidential, sensitive information about individuals and their families; multi-task; establish and maintain effective working relationships; and communicate effectively orally and in writing.

EDUCATION/EXPERIENCE REQUIRED: High school diploma (or GED) **AND** three years of experience in accounting, computer or business systems to include two years experience with word processing on IBM-compatible personal computer. Four years of college or technical school job-related coursework may substitute for the experience. (*If applicable, please submit transcripts with application.) Experience with TEAMS and AWACS computer applications is preferred. Experience in human services and the Developmental Disabilities Service System in Montana is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. *Photocopy of transcripts (if applicable) for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain

exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Administrative Assistant

Position: #14161

Location: Disability Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience with word processing and spreadsheet computer software. Be sure to include specific dates and employers for each example.
2. Please describe any office management or similar experience. Be sure to include specific dates and employers for each example.